



Republic of the Philippines
Department of Education

Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



10 Oct 2024

OFFICE MEMORANDUM
No. 162 s, 2024

To: SHIELAMAR L. LABISCASE

**PARTICIPATION TO THE VALIDATION OF THE POLICY GUIDELINES ON THE
OPERATIONALIZATION OF SCHOOL CLUBS AND ORGANIZATIONS IN BASIC
EDUCATION**

1. With reference to the attached Regional Memorandum, you are hereby directed to attend the Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education on **October 14-18, 2024**. The specific venue will be communicated through official channels.
2. All travel and other related expenses incurred by all participants in this activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations..
3. Compliance to this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

Youth Formation

National Validation

Policy Guidelines

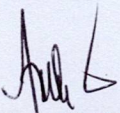
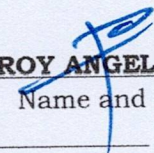
SGOD-jairus/OM – Participation to the Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education
Oct. 10, 2024



Address: Fr. William Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 855-0044 or (+63) 9756403226
Email: cagayandeoro.city@depd.gov.ph

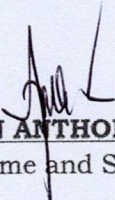
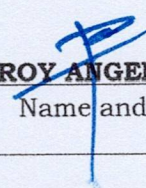


Republic of the Philippines
Department of Education

<u>AUTHORITY TO TRAVEL</u>				Control No.	
REGION X					
DIVISION/SCHOOL: CAGAYAN DE ORO CITY					
Date of Filing		October 10, 2024			
NAME		SHIELAMAR L. LABISCASE			
Position/ Designation		ASSISTANT TO THE PRINCIPAL/ TEACHER III			
Permanent Station		KAUSWAGAN NATIONAL HIGHSCHOOL			
Purpose of Travel		To attend the Validation of the policy guidelines on the operationalization of school clubs and organizations in basic education			
Activity Organized/ Sponsored By		BUREAU OF LEARNERS SUPPORT SERVICES-LEARNER FORMATION DIVISION (BLSS-LFD)			
Period Covered <i>(Inclusive of Travel Time)</i>		From	October 14, 2024	to	October 18, 2024
Please Check		☒ Official Business ☐ Official Time			
Venue/Destination		La Union			
Expenses Covered		(subject to the usual accounting and auditing rules and regulations)			
Fund Source (Pap Code/...)		MOOE- REGULAR FUND			
Recommending Approval:			Approved:		
 MARVIN ANTHONY A. RAMOS Name and Signature			 ROY ANGELO E. GAZO Name and Signature		
Date: _____			Date: _____		

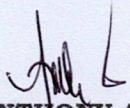
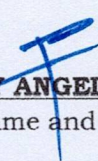


Republic of the Philippines
Department of Education

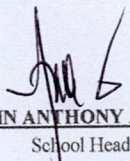
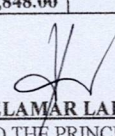
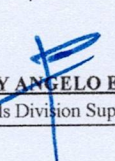
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Recommending Approval:			Approved:		
 MARVIN ANTHONY A. RAMOS Name and Signature			 ROY ANGELO E. GAZO Name and Signature		
Date: _____			Date: _____		



Republic of the Philippines
Department of Education

<u>AUTHORITY TO TRAVEL</u> Control No.			
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DIVISION/SCHOOL: CAGAYAN DE ORO CITY			
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Permanent Station	KAUSWAGAN NATIONAL HIGHSCHOOL		
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Please Check	☒ Official Business ☐ Official Time		
Venue/Destination	La Union		
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)		
Fund Source (Pap Code/...)	MOOE- REGULAR FUND		
Recommending Approval:		Approved:	
 MARVIN ANTHONY A. RAMOS Name and Signature Date: _____		 ROY ANGELO E. GAZO Name and Signature Date: _____	

ITINERARY OF TRAVEL
DEPARTMENT OF EDUCATION
Division of Cagayan de Oro City

NAME: SHIELAMAR LABISCASE POSITION: ASSISTANT TO THE PRINCIPAL/ TEACHER III OFFICIAL STATION: KAUSWAGAN NATIONAL HIGH SCHOOL		DATE OF TRAVEL: October 13-19, 2024 PURPOSE OF TRAVEL: <i>To Participate in the Validation of the policy guidelines on the operationalization of school clubs and organizations in basic education .</i>						
Date	Place to be visited	TIME		Means of Transportation	EXPENSES			
		Departure	Arrival		Transportation	Per Diem	Others	TOTAL
10/13/24	Residence to Limketkai Terminal(Magnum Terminal)	4:30AM	5:00AM	TAXI	150.00	1,500.00		1,650.00
	Limketkai to Laguindingan Airport	5:00AM	7:15AM	Bus	199.00			199.00
	Laguindingan Airport to Clark Airport	7:15AM	2:35PM	PLANE	5,000.00			5,000.00
	Clark Airport to LA Union Terminal	2:35PM	4:00PM	TAXI	300.00			300.00
	La Union Terminal to TLH	4:00PM	5:00PM	TAXI	300.00			300.00
10/14/2024	Day 1: Training Proper	8:00 AM	5:00 PM			600.00		600.00
10/15/2024	Day 2: Training Proper	8:00 AM	5:00 PM			300.00		300.00
10/16/2024	Day 3: Training Proper	8:00 AM	5:00 PM			300.00		300.00
10/17/2024	Day 4: Training Proper	8:00 AM	5:00 PM			300.00		300.00
10/18/2024	Day 5: Training Proper	8:00 AM	12:00PM			1,200.00		1,200.00
	Venue to La Union Terminal	12:00PM	4:00PM	TAXI	250.00			250.00
	La Union Terminal to Clark Airport	4:00PM	6:00PM	TAXI	300.00			300.00
10/19/2024	Clark Airport Airport to Laguindingan Airport	11:40AM	4:30PM	PLANE	5,000.00	750.00		5,750.00
	Laguindingan Airport to Limketkai	4:30PM	6:00PM	Bus	199.00			199.00
	Limketkai to Residence	6:00PM	7:00PM	TAXI	150.00			150.00
GRAND TOTAL					11,848.00	4,950.00	-	16,798.00
I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period is reasonable and (4) the expenses claimed are proper. Recommending Approval:  MARVIN ANTHONY A. RAMOS School Head				Prepared by:  SHIELAMAR LABISCASE ASSISTANT TO THE PRINCIPAL/ TEACHER III				
				Approved by:  ROY ANGELO E. GAZO Schools Division Superintendent				

ITINERARY OF TRAVEL

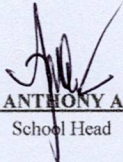
DEPARTMENT OF EDUCATION
Division of Cagayan de Oro City

NAME: SHIELAMAR LABISCASE		DATE OF TRAVEL: October 13-19, 2024	
POSITION: ASSISTANT TO THE PRINCIPAL/ TEACHER III		PURPOSE OF TRAVEL: To Participate in the Validation of the policy guidelines on the operationalization of school clubs and organizations in basic education .	
OFFICIAL STATION: KAUSWAGAN NATIONAL HIGH SCHOOL			

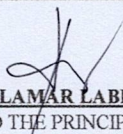
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10/17/2024	Day 4: Training Proper	8:00 AM	5:00 PM			300.00		300.00
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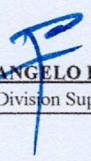
Recommending Approval:


MARVIN ANTHONY A. RAMOS
School Head

Prepared by:


SHIELAMAR LABISCASE
ASSISTANT TO THE PRINCIPAL/ TEACHER III

Approved by:


ROY ANGELO E. GAZO
Schools Division Superintendent

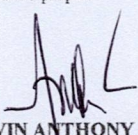
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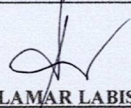
DEPARTMENT OF EDUCATION
Division of Cagayan de Oro City

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OFFICIAL STATION: KAUSWAGAN NATIONAL HIGH SCHOOL			

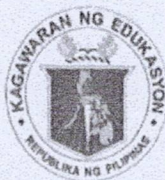
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Recommending Approval: 
MARVIN ANTHONY A. RAMOS
School Head

Prepared by: 
SHIELAMAR LABISCASE
ASSISTANT TO THE PRINCIPAL/ TEACHER III

Approved by: 
ROY ANGELO E. GAZO
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

October 8, 2024

REGIONAL MEMORANDUM
No. _____, s. 2024

REGIONAL PARTICIPANTS TO THE VALIDATION OF THE POLICY GUIDELINES ON
THE OPERATIONALIZATION OF SCHOOL CLUBS AND ORGANIZATIONS
IN BASIC EDUCATION

To: Schools Division Superintendent
Division Youth Formation Coordinators
Division of Cagayan de Oro City
Division of Iligan City
All Others Concerned

- Attached is unnumbered Memorandum dated February 7, 2024, from the Bureau of Learner Support Services-Learner Formation Division (BLSS-LFD) on the conduct of the **Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education** on **October 14-18** in **La Union** (*exact venue to be announced*).
- The following are the participants from Region X who will be attending the activity:

Name	Division	School / Office	Designation
John Perkin L. Sebua	Iligan City	Schools Governance and Operations Division (SGOD)	PDO-I / Alternate RYFC
Rhoda Pearl S. Herrera	Iligan City	Schools Governance and Operations Division (SGOD)	PDO-I / DYFC
Shielamar L. Labiscase	Cagayan de Oro City	Kauswagan National High School	Assistant School Head

- All travel and other related expenses incurred by all participants in this activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
- This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

CAREER GUIDANCE PROGRAM YOUTH FORMATION

RE: Regional Participants to the Validation of the Policy Guidelines on the Operationalization of School Clubs And Organizations in Basic Education

ESSD/mdtan



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@depd.gov.ph
Website: r10.depd.gov.ph

Doc. Ref. Code	RO-ORD-F014	Rev	01
Effectivity	01.22.24	Page	1 of 1





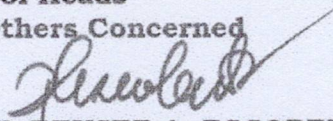
Republika ng Pilipinas
Department of Education

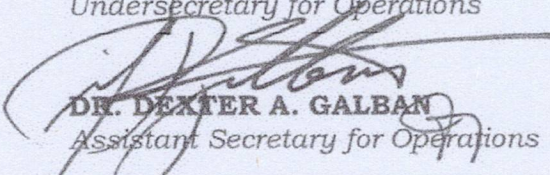
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-11-07925

TO : Regional Directors
Schools Division Superintendent
Regional and Division Youth Formation Coordinators
School Heads
All Others Concerned

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : INVITATION TO PARTICIPATE IN THE VALIDATION OF
THE POLICY GUIDELINES ON THE OPERATIONALIZATION
OF SCHOOL CLUBS AND ORGANIZATIONS IN BASIC
EDUCATION

DATE : September 17, 2024

The Operations Strand, through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), will conduct a **Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education** on **October 14–18, 2024**, in **La Union** (*exact venue is to be announced through an advisory*).

This activity aims to further refine the policy draft by gathering additional insights and recommendations from various field implementers to ensure the guidelines are comprehensive, responsive, and aligned with current educational needs. It will provide a platform for collaboration between various personnel from different governance levels.

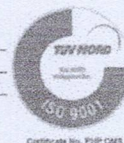
In light of this, a **total of three representatives from each region: one from the regional office, one from the schools division office, and one from a school** are hereby requested to actively participate in the said activity. As such, the representatives shall meet the qualifications outlined in **Annex A**.

Additionally, an invitation is extended to the **13 school-based personnel** listed in **Annex B**. These individuals were among the first consulted during last year's interface sessions on the review and development of this policy, where valuable insights and contributions were demonstrated.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 6



For confirmation of attendance, please have the designated representative complete the **online registration form** via this link: <https://forms.office.com/r/eZF2VzzGsy> on or before **October 2, 2024, Wednesday**. Failure to register by the set deadline will result in the non-receipt of the Certificate of Participation and Appearance during the activity proper. For reference, the Indicative Program of Activities is attached as **Annex C**.

Travel and other incidental expenses of the representatives shall be charged to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund source/s subject to DepEd's existing rules and regulations.

For questions and/or concerns, your staff may contact the BLSS-YFD through email at blss.yfd@deped.gov.ph.

Immediate dissemination of and appropriate action for this Memorandum is desired.

[BLSS-YFD/RRDJBVA]



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Annex A.

GUIDELINES ON THE SELECTION OF PARTICIPANTS

The selection of participants from the **Region, Division, and School-based Level** in the **Validation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in Basic Education** shall adhere to the following guidelines listed below:

Regional Representative

- All Regional Youth Formation Coordinators (RYFCs) are automatically given slots to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
- The alternate representative must receive an official endorsement from the respective RYFC. Should the chosen alternate representative originate from the Division or School level, the guidelines pertaining to this governance level shall be duly observed.
- Implemented mechanisms for operationalizing clubs and organizations, which may include the issuance of local policies on registration, accreditation, and other related processes.

Division Representative

- Designated as the Division Youth Formation Coordinator (DYFC) and shall be endorsed by their RYFC.
- Actively involved in the implementation of school clubs and organizations.
- It is preferred, but not required, to have attended BLSS-YFD data gathering and consultation sessions on after-school activities and school clubs and organizations to promote broader participation and ensure diverse insights.
- Implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

School-Based Representative

- Identified by the Schools Division Superintendent and approved by the Regional Director.
- Actively involved in the implementation of school clubs and organizations.
- It is preferred, but not required, to have attended BLSS-YFD data gathering and consultation sessions on after-school activities and school clubs and organizations to promote broader participation and ensure diverse insights.
- Implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

Kindly note that each region is expected to identify a total of **three (3) participants only**, encompassing the **RYFC or alternate, DYFC, and School-Level personnel**.



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Annex C.

INDICATIVE PROGRAM OF ACTIVITIES
Validation of the Policy Guidelines on the Operationalization of
School Clubs and Organizations
October 14–18, 2024 | La Union

Day 1 October 14, 2024		
Time	Activity	Person-in-Charge
08:00 AM – 03:00 PM	Travel-in of Participants Registration	
03:00 PM – 03:15 PM	Opening Program Preliminaries	BLSS-YFD
03:15 PM – 03:20 PM	Welcome Message	Dr. Miguel Angelo S. Mantaring <i>Director IV, Bureau of Learner Support Services</i>
03:20 PM – 03:25 PM	Inspirational Message	Dr. Dexter A. Galban <i>Assistant Secretary for Operations</i>
03:25 PM – 03:30 PM	Rationale and Objectives	BLSS-YFD
03:30 PM – 4:00 PM	Ice Breaker GTKY Expectation Setting House Rules	BLSS-YFD
4:00 PM – 04:15 PM	Program Overview	BLSS-YFD
4:16 PM – 05:00 PM	Announcements and Pre- work Activity	BLSS-YFD
6:00 PM	Dinner	

Day 2 October 15, 2024		
Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
8:00 AM – 8:15 AM	Preliminaries Ice Breaker	Assigned Group
8:15 AM – 09:15 AM	Context-Setting and Recap	BLSS-YFD
09:15 AM – 12:00	Validation and Critiquing – by Group (<i>Rationale, Scope, Definition of Terms, Policy Statement, Guiding Principles</i>)	BLSS-YFD
12:00 NN – 01:00 PM	Lunch	
01:00 PM – 02:30 PM	Validation and Critiquing – Plenary (<i>Rationale, Scope, Definition of Terms, Policy Statement, Guiding Principles</i>)	BLSS-YFD
02:30 PM – 05:00 PM	Validation and Critiquing – by Group (<i>Operating Procedures and Roles and Responsibilities</i>)	BLSS-YFD
06:00 PM	Dinner	



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	3 of 6



Day 3 October 16, 2024		
Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
08:00 AM – 08:15 AM	Preliminaries Ice Breaker MOL	Assigned Group
08:15 AM – 12:00 NN	Continuation of Validation and Critiquing – by Group (Operating Procedures and Roles and Responsibilities)	BLSS-YFD
12:00 NN – 01:00 PM	Lunch	
01:00 PM – 05:00 PM	Validation and Critiquing – Plenary (Operating Procedures and Roles and Responsibilities)	
06:00 PM	Dinner	

Day 4 October 17, 2024		
Time	Activity	Person-in-Charge
07:00 AM – 08:00 AM	Breakfast	
8:00 AM – 08:15 AM	Preliminaries Ice Breaker MOL	Assigned Group
08:15 AM – 12:00 NN	Continuation of Validation and Critiquing – by Group (Monitoring and Evaluation)	BLSS-YFD
12:00 NN – 1:00 PM	Lunch	
1:00 PM – 4:00 PM	Continuation of Validation and Critiquing – Plenary (Monitoring and Evaluation)	BLSS-YFD
4:00 PM – 5:00 PM	Distribution of Certificates Photo-Op Session	BLSS-YFD
6:00 PM	Dinner	

Day 4 October 18, 2024		
Time	Activity	Person-in-Charge
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 12:00 NN	Consolidation of Gathered Insights	BLSS-YFD
12:00 NN – 1:00 PM	Lunch	
1:00 PM	Check-Out Travel-out of Participants	

Nothing follows.